



Minutes of the Third Dep. Meeting



Date of Meeting :	18/11/2012	
Time of Meeting:	1:00-2:30	
Minutes Prepared by:	Dr. Ali AR Rabai	
Meeting Location:	Room: 231- college of Education	
1. Purpose of Meeting		
To discuss items on the Agenda.		
2- Type of the Meeting:		
Normal		
3. Attendees		
Name	Department/Position	Email
Ali Al Rabai,	Educational Sciences Dep.	anaali@qu.edu.qa
Nasrah Al Banai	Educational Sciences Dep.	nassraa@qu.edu.qa
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Aisha Fakhro	Educational Sciences Dep.	aishafakhr@qu.edu.qa
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Sanna Towns	Educational Sciences Dep.	Sanna.Towns@qu.edu.qa
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Maha Ellili	Educational Sciences Dep.	maha.cherif@qu.edu.qa
Latifa Al Mughaiseeb	Educational Sciences Dep.	latifa.a@qu.edu.qa
Badryia Al Ammary	Educational Sciences Dep.	b.alamhari@qu.edu.qa
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Michael Romanowisky	Educational Sciences Dep.	michaelhr@qu.edu.qa
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Abdullah Al Manai	Educational Sciences Dep.	almanai@qu.edu.qa
Zaid Al bashayreh	Educational Sciences Dep.	Zeid.AIBashaireh@qu.edu.qa
Mrs. Lana Al Bibi	Educational Sciences Dep.	lana.bibi@qu.edu.qa
Mrs. Sara AlMuftah	Educational Sciences Dep.	salmuftah@qu.edu.qa

4. Apology/Absent

Dr. Tricia Kerr	Miss. Lamya Al-Issa	
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Absent

Dr. Ahmad Al -Saai		
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5. Meeting Agenda

- 1- Discuss the Field Hours &- Seminar.
- 2- Suggesting new textbooks.
- 3- Joining the Accreditation Committees.
- 4- Review the courses syllabi & adding the additional parts.
- 5- Follow up with courses coordinators.
- 6- Participate in the Third Annual Conference for Education Reform(23-24 March).

6. Meeting Issues, Discussions, Decisions

-Minutes of the second meeting were approved as amended (Dr. Nasra objected to a wording issue which was amended) and Miss Sarah Al Muftah pointed out that she apologized for not attending the meeting by an email and therefore she shouldn't be marked as absent. That was amended also.

-Then the meeting discussed the second item on the Agenda: Field hours and Internship.
Dr. Fakhro explained the process for implementing the field hours and gave a brief idea about internship practices. Two issues were discussed: 1- colleagues demanded more clarification of the specifications for field hours and how they can be assessed. So, Dr. Fakhro promised to provide faculty with a handout on the subject. 2- The faculty required more details on the Seminar for internship and again Dr. Fakhro promised to follow up on that with Dr. Haitham and Dr. Tricia.

-The council approved the document prepared by Dr. Fakhro which allows students for graduation purposes to register for one course while taking the internship course. The document allows for this to happen within the following conditions: 1- the course should not be a major education course and definitely not a Teaching methods one 2- the course must not be offered before 2:00 PM so that it would not contradict with the practicum and 3- the student must be in his/her graduation semester as shown in the official transcript issued by the Registrar.

-Colleagues were encouraged to read the drafted proposal on the Internship Unit and to provide the head with any feedback before Thursday.
-Colleagues were reminded of the importance of participating in the Third Conference on Educational Reform.
-Colleagues were also reminded of the Coming Third OFID Day and that their participation is so important.
-Colleagues were also reminded of the importance of building the course folder for all courses they teach and handing these folders to the department at the end of the course. Related bylaws were read aloud by the head.
-Colleagues were also reminded of signing the Interest Conflict Document. Some still did not sign it.
-The textbooks for all courses was a revisited subject. Colleagues were reminded again to suggest two new textbooks for each course they teach.
-Colleagues were reminded of the importance of participating in the Accreditation committees. Those who did not choose a committee were requested to do so as soon as possible.
-Colleagues were also encouraged to finish work on the syllabi revision and rubrics writing for all B Ed Primary courses. Dr. Fakhro's continued support and follow up was merited and appreciated. Colleagues cooperation in having this mission completed is so much needed.

7. Data Analysis and Application: What data / information were reviewed? What decisions were made on the basis of this information/data?

8. Action Items

Action	Assigned to	Due Date
Committees for designing and writing the syllabi for the Methodology courses for the B Ed Secondary were formed and the following decision was taken:	<p>A- Methods of teaching Mathematics 1 & 2: Drs. Nasra, Hissa Bin Ali and Dr. Haitham. Coordinator Dr. Haitham.</p> <p>B- Methods of Teaching Arabic and Islamic Studies 1 & 2 (4 courses): Drs. Fatima Al Matawia, Badryia Al Mula (coordinator).</p> <p>C- Methods of teaching Biology, Chemistry, Physics 1 & 2 (6 courses): Drs. Mubaraka (coordinator), Zaid and Tricia.</p> <p>D- Methods of Teaching Social</p>	27/Dec/2012

	<p>Studies 1 & 2: Dr. Ghadnana-Dr. Micheal.</p> <p>E- Methods of Teaching English 1 &2; Drs. Ali, Maha, Eman(coordinator), Sanna and Mrs. El Bibi.</p>	
9-Next Meeting		
Date: 25/12/2012	Time: 1:00-2:00	Location: Room:231